



Job Posting

Position Title: Non-traditional Educational Program Consultant for Middle Tennessee

Reports To: Daniel Froemel, Director of Non-traditional Education Programs in the Division of Consolidated Planning and Monitoring

Location: Regionally-based (middle Tennessee)

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Organizational Structure:

The *Non-traditional Educational Program Consultant for Middle Tennessee* is positioned within the Division of Consolidated Planning and Monitoring (CPM). This position will join a team of two other regionally-based consultants (formerly known as juvenile justice consultants), one in each grand division. The positions support the planning and monitoring functions of the CPM office and one position is housed in each grand division (East, Middle, and West). The *consultant* is responsible for monitoring and for providing technical assistance to LEAs and other stakeholders regarding education and related services provided to incarcerated youth (including IDEA and ESSA, where applicable) and to Neglected and Delinquent programming. This position will also provide support to LEAs and other stakeholders on issues related to incarcerated students under the age of 18 or students with disabilities (SWDs) with IEPs in county jails, youth detention centers, or correctional facilities. In addition, this position will serve as the state foster care point of contact.

Specific duties and knowledge required include:

- Experience working in an educational setting and knowledge of basic education requirements
- Knowledge of ESEA/ESSA and IDEA program and service requirements (including FAPE);
- Participate in on-site monitoring of LEAs with incarcerated students under the age of 18 or SWDs with IEPs in county jails and youth detention centers;
- Produce and submit a comprehensive and accurate written report after each on-site monitoring visit;
- Ability to provide on-site assistance to LEAs and other stakeholders as needed to carry out responsibilities and to remain compliant with all federal requirements;



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- Knowledge and experience necessary to collaborate with multiple stakeholders regarding program and grant requirements and expectations, as well as communicate with federal level staff regarding state-level activities;
- Assist with developing protocols, procedures and resources for LEAs and other stakeholders for incarcerated youth oversight;
- Serve as TDOE monitor for teachers providing IEP services to incarcerated students with disabilities in county jails and youth detention centers;
- Assist with designing protocols and resources for LEAs with incarcerated students under the age of 18 or SWDs with IEPs in county jails and youth detention centers;
- Respond to communications (via email or phone) in a timely and professional manner;
- Attend monthly in-person meetings with the TDOE in Nashville;
- Provide technical assistance to LEAs, TDOE staff, and other stakeholders to include:
 - Email, telephone and on-site assistance with questions related to incarcerated students under the age of 18 or SWDs with IEPs in county jails;
 - Assistance to LEAs and CPM regional consultants regarding the development of programs and services that are compliant regarding incarcerated students under the age of 18 or SWDs with IEPs in county jails and youth detention centers as well as issues related to incarcerated youth;
 - Provide presentations and trainings at local and state level conferences regarding educational requirements for LEAs with incarcerated students under the age of 18 or SWDs with IEPs in county jails and youth detention centers and other related topics.
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 - Serve as a liaison to LEAs as well as points of contact and stakeholders working with juvenile offenders.
- Other duties related to assessing the general education requirements as well as the service requirements related to IDEA and ESSA programs.
- Collaborate with CPM team members in conducting on-site visits.
- Collaborate with divisions in TDOE, including Special Populations, Office of Local Finance, Legal Division, and Safe and Supportive Schools.
- Serve as a foster point of contact and provide related technical assistance.
- Provide technical assistance and trainings related to Neglected and Delinquent (N and D) facilities.
- Conduct site visits of N and D facilities.
- Ensure the submission of required data (such as annual child count and CSPR data).
- Participate in monitorings of LEAs with N and D facilities.
- Participate in and conduct monitorings of districts with juvenile detention centers.
- Collaborate with DCS and other child welfare agencies on a regular basis.



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Minimum Qualifications:

- Must have a minimum of three years of experience in education.
- Must hold at least a Bachelor's degree in a related field.
- Travel is required; must have a valid driver's license and reliable transportation.

Desired Qualifications:

- Minimum of three years of experience with ESEA/ESSA and IDEA programs.
- Minimum of three years of experience working with students with IEPs.
- Experience with the juvenile justice system or another related field.
- Hold a Master's degree in a related field.

Additional Qualifications and Expectations:

- Be based in an at-home office.
- Submit weekly reports and contact logs.
- Meet in person each month in the Nashville office.
- Must be willing to travel extensively.
- Conduct on-site monitoring of general education, IEP services, programs, services provided to K-12 aged students in Neglected and Delinquent facilities, youth development centers, correctional facilities, and juvenile justice facilities.
- Submit a thorough and accurate report for each on-site monitoring visit within 7 business days of the visit.

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter (outlining related experience and interest in this specific position), updated resume, and contact information for three professional references to Daniel.Froemel@tn.gov. Please note that failure to include all documentation listed will remove a candidate from consideration. Applications will be accepted through Monday, November 19, 2018.



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